



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING AGENCY**  
**U.S. ARMY CONTRACTING ELEMENT, PACIFIC**  
**BUILDING T115**  
**FORT SHAFTER, HAWAII 96858-5430**

SFCA-PRB-S


1 Oct 03

MEMORANDUM FOR Army Contracting Agency, Pacific Region, Contracting Activities

SUBJECT: Pacific Region Implementation Memorandum (PRIM) 04-05, Interim  
Guidance on Acquisition of Information Technology

1. Reference memorandum, SFCA, 9 Sep 03, Subject: Army Contracting Agency Policy P002: Purchase and Administration of Information Technology (IT) Products and Services. (Encl)
2. This PRIM provides interim guidance to comply with referenced memorandum pending issuance of formal guidance from Information Technology, E-Commerce, Commercial Contracting Center (ITEC4) on the business rules for migration of IT contract requirements to ITEC4.
3. Contracting Officers will need to obtain approval from ITEC4 prior to soliciting for award of new IT requirement over \$500,000 or 120 days prior to the scheduled exercise of an option for IT contract. This requirement does not apply against delivery/task orders awarded against IDIQ contracts awarded by ITEC4 and General Services Administration.
4. Submit all requests for approval through e-mail to Administrative Assistant, ACA Pacific Region (ACA-PR) with copy furnished to Deputy Director, ACA-PR, at least 120 days prior to issuance of solicitation or exercise of options. Use the enclosed form to provide all applicable information.
5. For additional information regarding PRIM 04-05, please contact Mr. Duane Inoue, Commercial (808) 438-2233, DSN 438-2233, e-mail: [inoued@shafter.army.mil](mailto:inoued@shafter.army.mil).

Encls

  
HANK SPEAKMAN  
Director, ACA Pacific Region  
Principal Assistant  
Responsible for Contracting



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**ARMY CONTRACTING AGENCY**  
**5109 LEESBURG PIKE SUITE 302**  
**FALLS CHURCH VA 22041-3201**  
**(PROVISIONAL)**

SEP 9 2002

SFCA

**MEMORANDUM FOR SEE DISTRIBUTION**

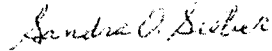
**SUBJECT: Army Contracting Agency Policy Memorandum P002:**  
**Purchase and Administration of Information Technology (IT)**  
**Products and Services**

This policy memorandum applies to the use of Army Contracting Agency (ACA) issued Contracting Officer warrants and the Contracting Officer's ability to use these warrants to purchase and administer IT products and services. The requirements are as follows:

a. Each ACA's Principal Assistant Responsible for Contracting (PARC) shall limit the number of contracting officers in each Directorate of Contracting (DOC) within their region that will have the authority to purchase and perform contract administration for IT supplies and services. This number will be determined based on analysis of the individual requirements necessary to support their customers. Additionally, each PARC shall instruct their DOCs to obtain approval from the Information Technology, E-Commerce and Commercial Contracting Center (ITEC4) prior to soliciting for award of a new requirement over \$500,000 or 120 days prior to the scheduled exercise of an option for IT support.

b. As requirements are transferred to, and master contracts are awarded by ITEC4, PARCs are to further reduce the number of contracting officers with the authority to purchase and administer IT products and services. At the same time that the number of warrants are being reduced, the Directors shall also issue policy that limits the contracting officer's authority to purchase IT to placing an order against an ITEC4, GSA or other authorized master contract, the administration of these actions or orders and the authority to purchase and administer IT under emergency conditions. Emergency conditions are defined as those that fall within the meaning of FAR 6.302-2(2)(b)(2), "delay in award of a contract would result in serious injury, financial or other, to the Government." The PARCs shall also provide internal guidance on procedures for approvals or documentation, as they deem necessary, for the purchase of IT under emergency conditions.

My point of contact for this action is Jan Shadowens, (703) 681-1055, DSN 761-1055 or email [jan.shadowens@saalt.army.mil](mailto:jan.shadowens@saalt.army.mil).



SANDRA O. SIEBER  
Acting Director of the Army Contracting Agency

DISTRIBUTION:

Acting Northern Regional Director, ATTN: SFCA-NR  
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U.S. Army Forces Central Command (PARC), ATTN: SFCA-SA  
Director, ITEC4, ATTN: SFCA-IT

# **PROPOSED PURCHASE OF INFORMATION TECHNOLOGY (IT) PRODUCTS AND SERVICES**

1. Name of the project.
2. Requiring activity.
3. Contracting activity.
4. Contracting Officer information:

Name:

Address:

E-mail:

Phone number. Commercial:

DSN:

5. Alternate POC information:

Name:

Address:

E-mail:

Phone number. Commercial:

DSN:

6. Describe the products and/or services being acquired.

7. Identify the contract type (e.g., Indefinite-Delivery Indefinite-Quantity with fixed-price CLINs, requirements contract, cost-plus-fixed-fee, etc.)

8. Identify the estimated total dollar value with breakout for base and option periods, if applicable.

8. Identify the milestone for acquisition (e.g., synopsis, release of solicitation, award date, issuance of delivery/task order, or exercise of option, etc).

9. Identify the maximum term of contract.

10. Identify the extent of competition to be sought (e.g., full and open competition, FAR Part 19 programs, GSA Federal Supply Schedule, etc.)

11. For acquisition of services, state whether performance-based service contract will be utilized.

12. State whether the contract action will be conducted under FAR Part 12, Acquisition of Commercial Items.